

**East Asia and Pacific Summer Institutes  
(EAPSI) Program with Taiwan**

**HANDBOOK**

**2008 Summer Institute in Taiwan  
For U.S. Graduate Students in  
Science and Engineering**

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## I. INTRODUCTION

The Summer Program in Taiwan is sponsored by the National Science Foundation (NSF) in the U.S. and co-sponsored by the National Science Council (NSC) in Taiwan, with the assistance of the National Tsing Hua University (NTHU).

The primary goals of the program are to introduce students to Taiwan science and engineering in the context of a research laboratory, and to initiate personal relationships that will better enable them to collaborate with foreign counterparts in the future.

The program is administered in the United States by NSF <http://www.nsf.gov/div/index.jsp?org=OISE> with co-sponsorship in Taiwan by NSC <http://web.nsc.gov.tw/default.asp?mp=7>. NSC and NTHU coordinate the orientation and Chinese language instruction, and also help participants move to host institutions.

The Science and Technology Division of The Taipei Economic and Cultural Representative Office (TECRO) in the United States <http://www.tecrosd.org> is the contact point in the United States for questions regarding visas, host institutions, and culture in Taiwan. The TECRO office staff can speak both English and Chinese.

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## **II. PREPARATION**

### **A. Host Institutions and Researchers in Taiwan**

Many former Summer Institute participants have become highly recognized professionals after graduation and have continued their relationships with host researchers in many productive ways. A few tips regarding host institutions and research plans are provided below.

Eight weeks pass very quickly, and every year participants say they wished they had had more time to finish their research projects. Without advance planning, you may “waste” the first part of your stay discussing potential projects instead of working on the actual project itself. You are encouraged to create a research plan and discuss it with your host before you depart to Taiwan.

You should remember that host researchers or institutions will not be financially compensated for hosting you. Therefore, your technical contributions to their program will be most appreciated.

You should remember to conscientiously familiarize yourself and adhere to the practices and prevailing culture of your host research environment.

#### Research Plan

With the arrangement of your host, you may choose to work on research described in your proposal, become involved in your host’s on-going research, or to start a new research project. If you choose to work on a new research topic, you should include specific information about the change in scope in your Final Report to NSF. Please keep in mind that you may not have tangible results at the end of an eight-week period for overly ambitious research plans.

To make your research visit to Taiwan productive, you may want to do the following:

- Team up with a graduate student in your host's research group.
- Read your host's publications and understand the methods and approaches.
- Consult with your host researcher before you arrive in Taiwan and come to a mutual understanding about the scope and expected results of your work.

### Facilities

While discussing your research plan, you should check with the host researcher to see if required equipment, facilities, and/or materials required for your research will be available to you during your visit. Because July and August are usually summer semester break in Taiwan, many students and faculty members will be out of their offices and some laboratories may shut down equipments and facilities for renovation or cleaning.

You should ask your host to determine how you can access your email during your stay, whether a new email address will be provided, and how to gain access to the library, fitness center, and other facilities at the host institution. Because most of the computers in Taiwan use Chinese Windows software, it is advisable that you bring your own laptop if it is possible.

### Other information

Possibly the most useful information about how to survive/thrive at your host institution is from U.S. students, research staff, or visiting faculty who have been, or are currently in Taiwan. You might ask your host researcher to send you contact information for current or previous U.S. researchers from the host institution. You should also ask for information about possible professional visits during your stay (see section B) and housing arrangements (see section F).

## **B. How to Set Up Other Professional Visits**

NSF and NSC encourage participants to visit laboratories outside of their host laboratory both to gain a broader understanding of Taiwan's scientific community and to create new contacts for future research collaboration. You should be aware that cultural differences between the United States and Taiwan become extremely salient when it comes to setting up visits to other laboratories. In Taiwan, introductions are expected prior to visiting new contacts (i.e., a "cold call" is not culturally appropriate). Furthermore, a mutually known "third party", someone senior in status, serves to introduce you.



Main resources for developing contacts in Taiwan are:

1. Your advisor, professors, and colleagues in the United States

Consult with your U.S. advisor and/or other appropriate individuals before you leave home and develop a list of researchers you would like to meet while in Taiwan. Letters of introduction provided by your U.S.-based advisors are extremely useful in setting up research visits with Taiwan researchers.

2. Your host scientist in Taiwan

Prior to your arrival, you should inform your host that you are interested in visiting other laboratories in Taiwan and ask them if they have suggestions for which researchers would be beneficial to meet. If the host responds to this request, you can then politely ask if they would be willing to make the necessary introductions for you. A junior scientist may not be able to introduce you to a senior scientist. You should be sensitive to these limitations and the signals your host sends in this regard. Do not push too hard for an introduction, as this may not be possible and or impolite due to Taiwanese custom. You may also find the following link to all other universities and colleges in Taiwan to be useful. <http://english.moe.gov.tw>

3. Summer Program alumni and U.S. researchers currently in Taiwan

You may also get information about professional visits from former Summer Institute participants or from NSF grantees who have collaborations with Taiwan researchers in your area of interest (see <http://www.nsf.gov/>) and search the public abstracts.

4. Publication search

A publication search can help identify Taiwanese researchers within your field. In this case, you might send, fax or e-mail a polite note that introduces yourself, explains your research, and requests a visit while you are in Taiwan. Note, however, that this is not the normal way of doing business in Taiwan, and you should expect that you may not receive response from some of these contacts.

### **C. Passport and Visa**

You must obtain a U.S. Passport. EAPSI participants are required to apply for visas. The documents required for visa application include: a passport with validity of six months or longer, two passport photos, a letter of confirmation from the National Science Foundation (NSF) and a copy of your flight schedule. The visa application fee is \$100 for either single or multiple entries. While the regular single or multiple entry visa is good for 60-day stay for each entry, however, with a valid reason, you may be issued a special single entry visa that is good for 90-day stay. You may find visa information on TECRO's website:

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[www.tecrosd.org](http://www.tecrosd.org) or contacting Teresa Yuan.

It is recommended that you apply for single entry visitor visa through the Science and Technology Division of the Taipei Economic and Cultural Representative Office in the United States (TECRO) in Washington, DC.

#### **D. International Air Travel**

The NSF-contracted travel agency, SATO Travel, will provide each participant with a round-trip economy class ticket between the major airport nearest their U.S. city of residence and CKS International Airport in Taiwan. Participants will be advised by e-mail when and how to contact SATO Travel to make travel international reservations.

DO NOT PURCHASE ANY TICKETS ON YOUR OWN; NSF WILL NOT BE ABLE TO REIMBURSE YOU.

There are important Federal Government and NSF travel guidelines and restrictions:

Tickets are government-purchased and issued on U.S. carriers according to the Fly America Act: <http://www.tvlon.com/resources/FlyAct.html>

Tickets will be issued at non-restricted, federal government fares. Travelers are typically authorized to travel round-trip from their domicile (permanent home address or academic institution) to Taiwan only.

Tickets will be issued electronically (e-tickets) approximately three (3) days prior to departure.

There are designated contract carriers for the U.S. government for specific cities and routes, and SATO Travel is required to issue tickets through the designated airlines, if possible. Do not expect SATO travel to enter "frequent flyer" numbers or any other services.

Please notify Ms. Teresa Yuan of the TECRO Science and Technology Division of your flight schedule so that you will be met upon your arrival at the Taiwan Taoyuan International Airport.

#### **E. Stipend**

NSF's \$5,000 Stipend

An official NSF award letter will be issued to you by the Division of Grants and Agreements. The award notification will include instructions about how to request electronic transfer of the \$5,000 stipend. Additionally, students who attend the pre-departure orientation will be reimbursed the costs of attending through their awards.

Questions concerning tax liabilities cannot be answered by NSF and should be directed to the Internal Revenue Service.

As a recipient of the \$5,000, you must make sure you will not be double-funded from NSF or other federal sources. This restriction applies to ANY Federal source. Consult with your advisor and your fellowship coordinator or contact NSF to verify. For example, if you are a recipient of a NSF-sponsored Graduate Research Fellowship (GRF) Award, you should consult with your university's Coordinating Official (CO) for the Graduate Research Fellowship and your advisor about whether or not to accept the GRF stipend or the EAPSI stipend. If you decide to continue to receive a non-EAPSI federal stipend during the Summer Institute period (the typical case), then you will be issued a zero dollar NSF summer Institute award (i.e., you will not receive the EAPSI stipend). However, you will receive the airline ticket through the Summer Institute program and in-country living expenses from the counterpart science agency.

#### Living Allowance in Taiwan

The stipend for covering housing costs at the host institute in Taiwan will be provided directly to Taiwan summer institute participants during the first week of orientation. You will receive NT\$40,000 [approximately \$ 1,220 USD or 32.8NTD=1USD](after 20% tax withheld) to cover the cost of lodging and meals. You are responsible for making payment for your expenses including lodging, meals, local transportation, and health insurance.

#### **F. Housing Arrangement**

The host institute will help you arrange your housing. However, it should be noted that at some institutions the availability of housing is limited. You should confirm your housing arrangement with your host institution in advance. You will be asked to make payment for the lodging according to the procedure of your institution. Your host will specify a process for you to pay for the housing. If you have made your own arrangement, you should immediately notify your host as well as the Point of Contact at the National Tsing Hua University.

Lodging expense during the orientation in Hsinchu city will be borne directly by the NSC. You are expected to share a room with one other student.

## **G. Insurance**

You are requested to have health/medical insurance during your stay in Taiwan. If your current insurance does not cover medical needs abroad, it is suggested that you purchase additional travel health/medical insurance prior to your trip which will cover your medical expenses while you are in Taiwan at a time of need. The organizer of the orientation at the Tsing Hua University will purchase a two-month accident insurance for all EAPSI participants to cover the need for medical treatment, injury and death induced by accident. Please contact Ms. Teresa Yuan for coverage details.

## **H. Mandarin language**

There will be intensive Mandarin language instruction during the orientation period. The package of materials will be given to the participants upon their arrival at NTHU.

## **I. Health and Safety**

For your general health, consider the following, as appropriate:

If you wear eyeglasses or contact lenses, bring an extra pair of glasses or contact lenses with you for backup. You may also wish to bring a copy of your corrective lens prescription in the event you must have glasses made. Don't count on finding your specific brands of eye care products overseas--take them with you.

If you take prescription medications regularly, and will be traveling with prescription drugs, bring a signed script or letter from your physician indicating your medical need(s) for the drug(s) and identify the drug(s) you will possess while traveling. If you require insulin and syringes, or have allergies and require epinephrine pens, you should look into the requirements for international travel with these paraphernalia.

Please consult your personal health care provider about your trip (destination and time abroad). Ask your health care provider to review your vaccination record and any other medical needs you might have. You should do this at least 4-6 weeks prior to departure.

The U.S. Government's Centers for Disease Control and Prevention (CDC) maintain a traveler's Web site with health information and travel advisories; the URL is <http://www.cdc.gov/travel/>

Please review travel safety information and guidelines can be accessed at:

[http://travel.state.gov/travel/tips/safety/safety\\_1747.html](http://travel.state.gov/travel/tips/safety/safety_1747.html)

A comprehensive set of tips is available at <http://www.tsa.gov/travelers/index.shtm>

U.S. citizens are encouraged to register through the American Institute in Taiwan. Registration can be done on-line by visiting the AIT website at <http://www.ait.org.tw/en/>

### **III. TRAVEL AND LOGISTICS**

#### **A. Arrival on June 22, 2008**

**\*\* EAPSI PARTICIPANTS ARE STRONGLY ENCOURAGED TO ARRIVE ACCORDING TO THE TIME/DATE RECOMMENDED BY NSC\*\***

The program will be held from June 22, 2008 to August 16, 2008. Representatives of the NTHU will meet you on June 22, 2008 at the arrival lobby of the Taiwan Taoyuan International Airport upon your arrival and take you to the hotel where you will be staying during the period of orientation.

#### **B. Early Arrival**

For those of you who will be traveling in Taiwan prior to the start of the Program, please contact Teresa Yuan at TECRO and advise Dr. Andrew Backe at NSF. It may be convenient for you to have the bulk of your luggage delivered directly to your host institution from the Taiwan Taoyuan International Airport, however, it should be subject to your host's consent.

#### **C. Daily Schedule**

##### Sunday, June 22

Arrival in Taiwan  
Hotel in Hsinchu  
Registration

##### Monday, June 23

Hsinchu  
Hotel in Hsinchu  
Opening of the Program

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### Orientation Reception

#### Tuesday, June 24

Hsinchu  
Hotel in Hsinchu  
Orientation

#### Wednesday, June 25

Hsinchu  
Hotel in Hsinchu  
Language

### Sightseeing in Hakka Culture

#### Thursday, June 26

Hsinchu  
Hotel in Hsinchu  
Language/td>

#### Friday, June 27

Hsinchu  
Housing facilities of the host Institutions  
Moving to host Institutions

#### Saturday, June 28

Host Institutions  
Housing facilities of the host Institutions  
Research experience at host institutions

#### Saturday, August 16

Departure from Taiwan  
End of the Program

## **IV. COMMUNICATING AND REPORTING**

It is important to keep all the coordinating agencies abreast of changes in your plans. Please email the following KEY PERSONS should you have problems or have questions:

Dr. Andrew Backe, NSF [abacke@nsf.gov](mailto:abacke@nsf.gov)

Ms. Stacy Yang, NTHU [ysyang@mx.nthu.edu.tw](mailto:ysyang@mx.nthu.edu.tw)

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Your host and your U.S. advisor

### NSC Report

You are required to submit a report on your research and learning experience in Taiwan. The forms will be given to you during the orientation period and the report should be submitted on standard size (8 1/2-11) paper before leaving Taiwan.

### NSF Report

You are required to submit a Final Report to the NSF no later than **December 1, 2008**. Reports must be submitted electronically via the NSF FastLane system.

## **V. OTHER INFORMATION**

1. The fellowship will not be given to the participants if:
  - (a) a false statement is found in the application documents.
  - (b) an applicant's participation is cancelled by the host location.
  
2. You are strongly encouraged to keep your host researchers/advisors advised of progress in your application status and build mutual expectations about your research plan.
  
3. You bring modest amount of cash (NT 5,000) to cover living expenses for the period before you receive the stipend from the NSC.

Other useful information can be obtained from the following web sites:

Taiwan National Science Council: <http://www.nsc.gov.tw>

TECRO: <http://www.tecro.org>

National Tsing Hua University: <http://www.nthu.edu.tw>

Taiwan Travel: [http://travel.yahoo.com/p-travelguide-191501664-taiwan\\_vacations-i](http://travel.yahoo.com/p-travelguide-191501664-taiwan_vacations-i)

4. For further information about the orientation program in NTHU, please visit:  
<http://140.114.186.227/sit>